

# **REGISTRATION OF COOPERATIVE SOCIETES UNDER SECTION 8 OF THE ANDAMAN & NICOBAR ISLANDS COOPERATIVE SOCIETIES REGULATION 1973**

## **PROCEDURE FOR FORMATION OF COOPERATIVE SOCIETIES**

- i. Minimum 10 individuals who are eligible in terms of Section 5 of the Andaman & Nicobar Islands Cooperative Societies Regulation 1973 is required to form a Cooperative Society.
- ii. The promote members need to apply in writing to the concerned ARCS to guide and help them in forming the cooperative society.
- iii. A date of organisation meeting is finalised and the following actions are taken in the organisation meeting :-
  - The Rules /Regulations/Procedures /documents required and need to maintained / ways to run a cooperative society are explained to the promote members .
  - An adhoc committee, a chief promoter is elected in the organisation meeting from amongst the individual promote members who will represent the proposed society for the registration of Cooperative Society.
  - An application form is filled by the promote members with the assistance of concerned Inspector of Cooperative Societies who verifies the eligibility of the members to form a cooperative society in terms of Section 5 of the A & N Islands Cooperative Society Regulation 1973.
  - The objective clause of the bye-laws of the proposed cooperative society is finalised and necessary assistance is given by the respective inspector /sub-inspector of Cooperative Society in preparation of bye-laws of the proposed society .
  - The share capital and entrance fees have to be collected from the promotee members.
  - A Bank account is to be opened in the name of the proposed society as per the directions of the registration Authority. The share money and entry fees have to be deposited in the bank account and the certificate from the bank /challan has to be obtained in that respect .Usually the bank accounts are opened with the A & N State Cooperative bank .
  - A minutes books is introduced in the organisation meeting in which the proceedings of the said meeting is drawn and signature of the individual members and the concerned

inspector /sub-inspector of Cooperative Societies who attended the meeting are drawn .

- iv. The representative of the Adhoc committee submits the application alongwith requisite documents to the concerned Inspector of Cooperative Society who verifying the documents in terms of the relevant rules and regulations and forward the same to the concerned Assistant Registrar of Cooperative Societies(ARCS) .
- v. After scrutiny by the concerned ARCS, the application alongwith the documents are forwarded to the Competent Authority for its registration along with his recommendation mentioning the scope and viability of the society .

**vi. The documents to be submitted for the registration are as follows**

- i. An application duly signed filled and signed by all the promoter members alonwith their stamp size photo affixed against their names.
- ii. 4 copies of the bye-laws Signed by two representatives ( President and Secretary) of the proposed society in each pages of the bye-laws.
- iii. Undertaking as detailed in Annexure –I
- iv. Furnishing of information in Annexure-II
- v. alongwith photograph of the individual members.
- vi. Copy of bank counterfoil in respect of deposit of share capital in bank account.
- vii. Photo identity proof of residence and the following documents
  - Aadhar Card/Islander card/Voter Card/Ration Card.
  - Pan card, if available .

vi Following registers/documents are to be submitted .

- Cash Book
- Minutes book
- Share Register /Membership Register containing the name and details of all the proposed members alongwith signature and photograph .
- Receipt Book
- Voucher File

- vii. Project Report of the proposed society duly showing the viability of the society duly signed by two representative of the proposed Cooperative Society .
- viii. In case of fisheries Cooperative Society the fishing licence of the members who goes for fishing is mandatory . Similarly, other Cooperative Societies need to take necessary permit / licence etc from the concerned department to undertake the activities as per the objective clause of their bye-laws.
- ix. In case of cooperative societies undertaking any technical objectives viz Construction / Electrical /Any technical works the Cooperative Society need to enrol a member having the requisite qualification to undertake technical activities and in case if no members posses the requisite qualification to undertake any technical /specialised work as per the objective clause of the bye-laws of the society then the proposed society need to appoint any consultant possessing the requisite educational qualification for undertaking the technical /specialised work as per the objective clause of the bye-laws of the society and a consent letter of such person need to be submitted alongwith the application of registration of Cooperative Societies .

**FEES:** There is no registration fees prescribed for the registration of Cooperative Societies.

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